

Culpeper Regional Airport Advisory Committee Meeting

December 13th, 2006

Location: Airport Conference Room

Present: Tony Dias, Dave Franklin, Mike Dale, Earl Long, Bob Yeaman and Bill Chase
Absent: Bill Flathers
Guest/Speakers: Lou & Carolyn Ridley, Alan Culpeper, Larry Aylor and Liz Mitchell
Staff: Frank Bossio and Tanya Woodward

Call To Order

✚ Mr. Dale called the meeting to order at 8:00 a.m.

Approval of the Minutes

✚ *The minutes from the November 15th, 2006 meeting were approved as written. Ayes all.*

Airport Director's Update

- ✚ Mr. Bossio, Mrs. Woodward and Mr. George Paris held a meeting with some of the staff from the Virginia Department of Aviation (VDOA) regarding the terminal design study that was done some ten years ago. The staff from the VDOA needed some information to update the terminal study so that we can be eligible for future funding. This updated information will afford us additional square footage to be funded by the VDOA and with the help of the Architect we can capture more of the eligible funding by reconfiguring our space allocations.
- ✚ During the December Virginia Aviation Board Meeting (VAB), we were not allocated funding. The VAB only funds projects that they can fund in their entirety. They were unable to fund the terminal design at this time due to monetary constraints. The next best opportunity for funding will come in August of 2007, which will put the terminal building proposed completion date 2009.
- ✚ We will invite Terry Ammons to a design meeting.
- ✚ We are in the process of having some minor obstructions outlined in our 5010 inspection conducted by the State in the fall.
- ✚ We were awarded a Department of Homeland Security Grant (DHS) and in the next couple of months we will be upgrading the entrance and exit gate at the hangar complex to biometrics.
- ✚ Mr. Dale still wants to plan on holding the Aviation Passport meeting with interested politicians and other parties.

- ✚ Mr. Bossio and Mrs. Woodward held a meeting with Mr. Anderson, Manager of Warrenton/Fauquier Airport, regarding the Clearance Delivery upgrades. Mr. Anderson will support our efforts any way that he can, however, he is unable to do anything financially the fiscal year. Discussion here.
- ✚ Mr. Ridley talked about a possible change in the tower location which may help us out with this issue.
- ✚ Our Clearance Delivery is currently not working. The phone line is down. We have put a call into Verizon for service. Discussion here.

Safety/Security Issues

- ✚ We will plan on holding a pilot meeting with the installation of the new biometric gate at the hangar gate. Discussion here.

Air Fest 2007 (10/13/07)

- ✚ The 2007 Air Fest will be a tribute to Nancy Lynn. Mr. Dale asked everyone what exactly does that mean. The members will come to the January meeting with ideas about what a tribute means to them.
- ✚ Pete, Nancy's Son will be here for the fest as well.
- ✚ Mr. Yeaman asked if we will go on as usual with the air fests? The committee agreed that we must. Discussion here.
- ✚ We need to really push hard to get the sponsorships that we need. We may need to join forces with the CAF, as suggested by Mr. Ridley, to entertain the local businesses with the Chamber of Commerce.

Open Discussion

- ✚ Mr. Dale would like to replace the Employee of the Year (EOY) program that the Airport currently has with a Customer Satisfaction program where the employees work together and get graded based on the overall service.
- ✚ Mr. Bossio talked briefly about the Baldrige Criteria that the County Department heads are currently being trained on. Discussion here.
- ✚ Mr. Dale suggested a plan of action to get this program going.
- ✚ We need to first prepare a new customer survey form.
- ✚ Mr. Chase said the best motivator for employees when he was in management was more money. Discussion here.
- ✚ Mr. Long mentioned that the CAP had held a statewide meet and that it was very productive.
- ✚ Mr. Long also mentioned that at noon tomorrow throughout the U.S. wreaths will be laid at all the National Cemeteries.
- ✚ Mr. Aylor asked about the funding for the terminal building. He would like to do some value engineering for the terminal building to help us out.
- ✚ Mrs. Woodward will contact Mr. Paris about getting the proper information and layout for the value engineering.

Adjournment

✚ The meeting was adjourned at 10:00 a.m.

No attachments at this time

Approval:

Chairman: _____ Date: _____

Secretary: _____ Date: _____